



Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OF SORSOGON

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**MEMORANDUM**

**TO** : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors/ OIC - PSDS  
Public Elementary School Heads  
All Others Concerned

**FROM** : **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

**SUBJECT** : **SURVEY ON THE IMPLEMENTATION OF SCHOOL- BASED FEEDING PROGRAM FOR SY 2025- 2026**

**DATE:** : February 2, 2026

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1. In preparation for the implementation of School- Based Feeding Program (SBFP) for School year 2026- 2027, this Office through the SGOD – School Health Section shall conduct a survey to be answered by all elementary school implementers.
2. The survey aims to:
  - a. Determine the willingness of schools to provide hot meals to learner-beneficiaries.
  - b. Identify readiness of schools for hot meals implementation.
  - c. Identify the need for additional funds, if any; and .
  - d. Obtain the list of schools willing to establish school- based central kitchens.
  - e. Determine acceptability and palatability of NFP commodities delivered to SBFP beneficiary schools.
  - f. Identify NFP products to be served for SBFP SY 2026- 2027 implementation.
3. The data provided by the schools shall be used for planning and allocation purposes, utilizing both current and continuing funds for SBFP.

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Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
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4. The SBFP beneficiary schools are required to answer the online survey questions **on or before February 6, 2026** which may be accessed through:
  - a. NFP Products and Milk Component –  
<https://docs.google.com/forms/d/1O1c01ts7yYOvgDD1lut1I2PzT-LFnKEGjN-OKvij4XM/edit>
  - b. Hot Meals and Central Kitchen-  
[https://docs.google.com/forms/d/1v7PtCNpVXK9D\\_JtRMdriYbkR1jHf2szmBMyCdZ6jKSs/edit](https://docs.google.com/forms/d/1v7PtCNpVXK9D_JtRMdriYbkR1jHf2szmBMyCdZ6jKSs/edit)
5. The validated hard copy of the letters of intent and survey shall be submitted to the School Health and Nutrition section on or before February 11, 2026.
6. For information, guidance and compliance.



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(Date)

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent  
DEPED SDO Sorsogon  
Sorsogon Sports Complex  
Brgy. Balogo, Sorsogon City

Attention: **BELARDO G. HADAP JR., M.D.**  
Medical Officer III  
School Health Section

Sir,

May I respectfully request that \_\_\_\_\_ of \_\_\_\_\_  
(Name of School) (Name of District)

shall be included in the roster of schools that will implement Hot Meals Component for the implementation of School- Based Feeding Program (SBFP) SY 202\_\_ - 202\_\_. This request is related to the distance of our school from the designated district drop- off points and the storage capacity of our school should we be included in the Nutritious Food Products (NFP) component. Rest assured that we will employ necessary strategies in consultation and coordination with SBFP- DTWG to ensure that no teaching personnel will be involved in the procurement, preparation, cooking of food.

Furthermore, to ensure compliance to DepEd Advisory dated December 21, 2023 *Advisory for the Implementation of School- Based Feeding Program (SBFP) SY 2024- 2025* and D.O. 002, s. 2024, *Immediate Removal of Administrative Tasks of Public School Teachers* we will take the following steps thereof:

- a. Secure support of volunteer groups.
- b. Hire kitchen helper(s) as necessary, charged to school SBFP operational Expenses or to School MOOE.



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- c. Use Iron Fortified Rice whenever supply is available.
- d. Procurement and food preparation shall be delegated to non-teaching personnel.

We are hoping for your consideration of our request.

Respectfully yours,

*Signature over Printed Name of School Head*



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**CHECKLIST FOR POTENTIAL HOT MEALS AND/OR CENTRAL KITCHEN  
IMPLEMENTING SCHOOL**

Name Of School/District:		
Name Of Respondent:		
Designation:		

REQUIREMENTS	YES	NO
<b>I. Availability of School Kitchen</b> 1. Has a designated and well-structured and ventilated place for preparation and cooking food. 2. With access to potable water (with certification from DOH/DOST) 3. Availability of Cooking tools and equipment such as but is not limited to pots, ladle, spatula, tongs, etc. 4. Clean and safe storage area (Cold, Dry, Hot) 5. Stove and LPG		
<b>II. Availability of School Feeding Area/ Center</b> 1. separate area or within a classroom or building or makeshift feeding area. 2. With functional tables and chairs 3. With proper lighting and ventilation 4. With WaSH facility or CR within or adjacent to the feeding area.		
<b>III. Status of Fund Liquidation (must secure certification from the Budget &amp; Finance Office)</b>		
<b>IV. Manpower requirement</b> 1. Has a functional non-teaching school finance team. 2. Has a delegated staff for preparation and cooking of food  3. If possible, include as attachment copy of list of existing personnel with Job contracts for CY 2026		



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V. Sustainability		
1. AIP/ APP includes fund allocation for Supplementary feeding.		
2. Functional <i>Gulayan Sa Paaralan</i> with produce that can support SBFP implementation.		
3. List of external stakeholders that supports SBFP (mention the corresponding contribution)		

*Note: must be validated by the nurses in- charge of the district and the SBFP TWG*

Validated by:

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Name/ Designation